

Policy Update – March 8, 2011

The Division of Disability and Rehabilitative Services (DDRS) wants to ensure the policies used to guide Supported Living Services are as accurate and appropriate as possible.

A few errors and omissions have been pointed out by various stakeholders over the last week and in keeping with the commitment of accuracy and appropriateness a few corrections have been made to recent policies.

Documentation of Criminal Histories

Due to recent feedback DDRS has determined that providers do not need to provide verification of Social Security Records. A record of a social security number and an I-9 form are sufficient.

As a result this requirement has been removed from the policy.

Employment of Persons with Prohibited Offenses or Non-Residency Status

The policy statement included the phrase “permanent United States residency”. The word permanent has been removed from this statement to stay consistent with the detailed policy statement that allows for temporary residency status.

Behavior Support Plan

DDRS mistakenly left a monthly reporting requirement in policy for behavior support service providers. It is the intent of the division that these reports will be quarterly. The policy has been updated to reflect this intent.

Individual and Guardian Responsibilities

It has come to our attention that providers are using this policy as a mechanism to stop providing services to an individual upon the 60 day notice period concluding. This is not the intent of this policy.

In keeping with the practice in place prior to the release of this policy, DDRS has amended the language to include a provision that providers must continue to provide services until a replacement has been found.

The Bureau of Developmental Disability Services (BDDS) will work with an individual or guardian to ensure this happens within the 60 day timeframe. In the instances where it does not, BDDS will ask the current provider to continue to provide services until it is determined by BDDS this is no longer necessary.

Incident Reporting and Management

There was a typo on page 3 #19. The word “manual” was mistakenly inserted in place of the word “mechanical”. The policy has been updated to correct this error.